Upper-Level Writing Requirement

Course Proposal Form

The Sweetland Center for Writing approves the departmental curricular offerings that satisfy the College of Literature, Science, and the Arts Upper-Level Writing Requirement (ULWR). The Upper-Level Writing Requirement, which may be completed in the major, must be fulfilled by all students in LSA in order to graduate. The ULWR builds upon the skills and strategies developed in first-year writing courses by providing upper-division students with a significant writing experience that refines their ability to write effectively both within and beyond specific disciplines. ULWR courses foreground attention to the writing process, with structured opportunities for feedback and revision. These courses are taught in all departments and programs in LSA, and assignments reflect the range of writing activities and forms typical of academic and professional contexts. Courses that meet the ULWR must be offered at the 300- or 400-level, and for a minimum of three credits. **Students must receive a C- or above to receive credit for the Upper-Level Writing Requirement.**

**Instructor Information:**

Instructor: Date:

Title: Email:

**Course Information:**

Subject: Catalog Number: Course Credits:

Cross-listed Subject and Catalog Number: Term/Year Offered:

Course Name:

Does this course serve **ONLY** undergraduate students? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please respond to the following four items. For more information about how to structure a specific course to meet the ULWR, please refer to the Upper-Level Writing Requirement Course Guidelines and Planning Sheet at <https://lsa.umich.edu/sweetland/instructors/support-for-ulwr-courses.html>. You may also contact Sweetland’s Associate Director, Simone Sessolo (scw-associatedirector@umich.edu), to assist you in designing or revising a ULWR course.

Using the [Upper-Level Writing Requirement Course Planning Sheet](https://lsa.umich.edu/content/dam/sweetland-assets/sweetland-documents/SupportForFYWRULWR/ULWRCourseProposalPlanningSheet.pdf) as a guide, describe the following:

* **Course Goals**: Describe briefly the goals of your course, for both content and writing, and attach a copy of your full syllabus, including writing assignments.
* **Writing Assignments**: Describe the kind(s) of writing students will be doing in your course. These can take a variety of forms typical of academic and professional writing in particular fields, including projects that incorporate collaboration, digital media, or other relevant genres. Indicate roughly the number of pages for each assignment (usually totaling between 25 and 40 pages, or 7500-12,000 words, or the equivalent in digital media projects, over the course of the term). Also indicate the due dates for each assignment, and explain how you will structure students’ required revisions.
* **Writing Instruction**: Indicate how and when you will provide students with strategies

for addressing various audiences, for writing in various genres, and for revising their own work.

Also indicate how and when you will provide feedback on your students’ writing (through conferences, class discussion of common problems in organization and development, written comments on preliminary drafts, peer review, etc.).

* **Assessment Principles**: Describe the principles you will use to assess students’ written work.

See our [Teaching Resources](https://lsa.umich.edu/sweetland/instructors/teaching-resources.html) page for help with some of these elements required for ULWR courses, including materials on [Sequencing and Scaffolding Assignments](https://lsa.umich.edu/sweetland/instructors/teaching-resources/sequencing-and-scaffolding-assignments.html), [Giving Feedback on Student Writing](https://lsa.umich.edu/sweetland/instructors/teaching-resources/giving-feedback-on-student-writing.html), [Using Peer Review to Improve Student Writing](https://lsa.umich.edu/sweetland/instructors/teaching-resources/using-peer-review-to-improve-student-writing.html), and [Integrating Low-Stakes Writing Into Large Classes](https://lsa.umich.edu/sweetland/instructors/teaching-resources/integrating-low-stakes-writing-into-large-classes.html), among many other topics.

# **UPPER-LEVEL WRITING REQUIREMENT COURSE PROPOSAL FORM** (cont’d)

**Course Goals:**

**Writing Assignments:**

**Writing Instruction:**

**Assessment Principles:**